



Local Information Database Volunteer

Job Description

Location: Port Angeles Main Library

Department: Branch

About the position: The Library maintains a database of local newspaper articles and obituaries. Local Information Database Volunteers review the *Peninsula Daily News* to identify articles of local interest and enter abstracts into database.

Volunteer duties include but are not limited to:

- Review of the newspaper for articles of local interest
- Data entry of pertinent information
- Maintain accurate records to communicate with other volunteers
- Other related tasks

Qualifications:

- Comfortable working on computers
- Ability to type accurately
- Attention to detail
- Ability to work independently
- Ability to follow instructions and complete tasks
- Familiarity with Microsoft Access or willingness to learn

Time Involvement: At least 6 month commitment. 2 hours per week.

Training Provided: NOLS volunteer Orientation. Training in use of equipment and performance of assigned tasks, as required.